SCENARIO 2:
Student or Staff Identified as a Close Contact\(^1\) to a Person Who Has Tested Positive for COVID-19

\(^1\)A Close Contact is someone who has been within 6 feet for 15 minutes or more of someone who tested positive for COVID-19.

**Student or Staff identified as Close Contact\(^1\) of positive case**

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**Site or Department Administrator**

- Gives the [quarantine directions](#) (applicable to the situation in which close contact occurred) to student/staff member and instructs them to follow the recommended interventions. (If symptomatic, test immediately; if not symptomatic, test on Day 5 after exposure.)
- Immediately notifies COVID-19 Designee.
- Ensures all required [cleaning protocols](#) are completed, if needed.
- Distributes communication [forms/letters](#) as directed by Superintendent Designee.
- Ensures student/staff fulfills their designated quarantine steps. If instructed to quarantine at home, instruct them to follow the [home quarantine instructions](#).

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**COVID-19 Designee\(^2\)**

- Works with Site/Department Administrator to provide quarantine directions that are applicable to the situation in which close contact occurred.
- Provides Site/Department Administrator with appropriate forms/letters for communications (students/staff).
- Works with Site/Department Administrator to track test results.
- Based on test results, follows Test Result Decision Tree actions and advises Site/Department Administrator.
- Advises Facilities/Site Administrator on required cleaning, if needed.
- If staff member, notifies HR administrator.

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**HR Administrator\(^2\)**

- [HR Administrator](#) contacts staff member to discuss quarantine directions & leave options.
- [HR Administrator](#) maintains communication with the Site Administrator and Superintendent Designee regarding the recommended quarantine steps and guidance.

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\(^2\)Note: In some cases, the COVID-19 Designee and HR Administrator may be the same person.